

Initiating a Program Report in IntelliGrants

Go to <https://intelligrants.in.gov> to log into IntelliGrants.

Once logged in, you should see the following screen:

The screenshot shows the user interface of the State of Indiana IntelliGrants system. At the top, there is a dark blue header with the 'IN.gov' logo on the left, the text 'State of Indiana IntelliGrants' in the center, a red 'SHARED' badge, and the official seal of the State of Indiana on the right. Below the header is a navigation menu with several tabs: 'My Home', 'My Applications/Grants', 'My Program Reports', 'My Fiscal Reports', 'My Reimbursement Requests', and 'My Monitoring Reports'. A secondary row of tabs includes 'My Audit Reports', 'My Progress Reports', and 'My Earned Interest Reports'. On the right side of the navigation bar, there are links for 'My Training Materials', 'My Organization(s)', 'My Profile', and 'Logout'. A 'SHOW HELP' button is located in the top right corner of the main content area.

The main content area features a welcome message for 'Sadia', a SubGrantee Administrator, with a 'Change My Picture' link. To the right of the welcome message are 'Instructions' for using the system, which include links for applying for opportunities, using system messages, understanding tasks, and managing awarded grants. Below the instructions, there are two main sections: 'View Available Proposals' and 'My Inbox'. The 'View Available Proposals' section indicates that there are 28 opportunities available and provides a 'VIEW OPPORTUNITIES' button. The 'My Inbox' section indicates that there are 4 new messages and provides an 'OPEN MY INBOX' button.

Click on the **“My Organization”** feature (right side of the screen).

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Reimbursement Requests | My Monitoring Reports

My Audit Reports | My Progress Reports | My Earned Interest Reports

My Training Materials | **My Organization(s)** | My Profile | Logout

SAVE SHOW HELP

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Organization - Test LCC

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Information

Name: Test LCC *

Legal Name: Test LCC *

FEIN: 0 *

DUNS #: *

PeopleSoft ID (PSID): *

Unique Entity ID (UEI): 1 *

Address: 123 LCC Lane *

City: Indianapolis * State: Indiana * ZIP Code: 46204 *

County: Marion County *

Phone: (123) 123-1234 * Fax: *

Email: *

Website: *

- Once you have selected **“My Organization”** then you should see your agency’s information prepopulate. To navigate to a particular grant, select **“Organization Documents”**.
- “Organization Documents”** should pull up all the documents that your organization has initiated. You will want to select the grant you wish to initiate a report for.
- Example: Make sure you select the Grant Name. Once you click on the Grant Name, it will take you to that Grant’s **“Document Snapshot”** page.
- The Grant Name you click on should say **“CCP-2022-”**

Organization - Test LCC

Click on the name to view a specific document.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

Organization Documents

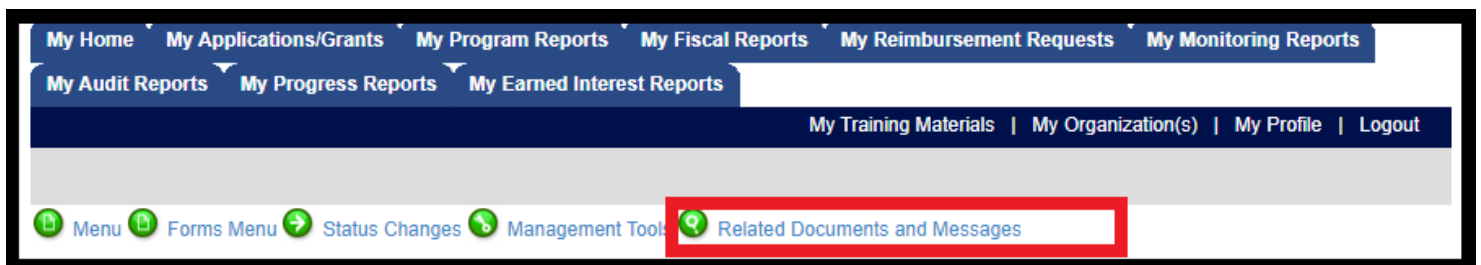
Export Results to: Screen Sort documents by: -- Select -- GO

Document Type	Name	Current Status	Year
2021 Indiana Local Coordinating Council CCP Submission	CCP-2021-00004	Grant Executed	2021
2022 Indiana Local Coordinating Council CCP Submission	CCP-2022-00003	Application in Process	2022
Quarter 1 Program Report (CCP)	CCP-2021-00004-PR1	Program Report Submitted	2021
Quarter 2 Program Report (CCP)	CCP-2021-00004-PR2	Program Report Submitted	2021
Quarter 3 Program Report (CCP)	CCP-2021-00004-PR3	Program Report Submitted	2021
Quarter 4 Program Report (CCP)	CCP-2021-00004-PR4	Program Report in Process	2021

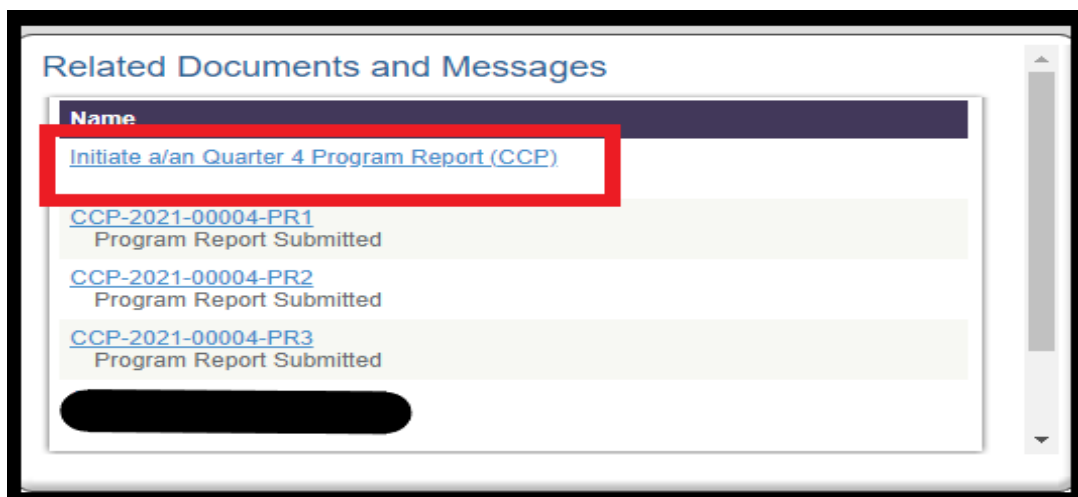
Once you have reached the **“Document Snapshot page”**, please follow the instructions below to initiate a Program Report:



Step 1: Click on the **“Related Documents and Messages”** (or hover over the link).



Step 2: Links should be available for you to initiate a report. Select the one you wish to start.



Once you click on the report you wish to initiate, the system will send you to the **“Document Snapshot page”** for the Program Report.

Completing a 2022 Indiana Local Coordinating Council CCP Submission Program Report

After you have initiated a Program Report, IntelliGrants will direct you to the *“Document Snapshot page”* for the said report.

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

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Document Information: [CCP-2021-00004-PR4](#)
Parent Information: [CCP-2021-00004](#)
[Details](#)

DOCUMENT SNAPSHOT COPY

Reporting Period	Report Type	Report Status	Date Submitted	Approval Status	Report Contact
01/01/2021 to 03/31/2021	Quarterly	Submitted	04/11/2022		Sadia Maqsood

You will want to access the *“Forms Menu”* and select the *“Program Report”* Form.

Menu Forms Menu Status Changes Management Tools Related Documents and Messages

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Reporting Period	Report Type	Report Status	Date Submitted	Approval Status	Report Contact
01/01/2021 to 03/31/2021	Quarterly	Submitted	04/11/2022		Sadia Maqsood

Once you have selected the *“Program Report”* Form you will be redirected to another page. Please complete this form by following the steps below.

Step 1: Select **“Yes”** that your project is on schedule.

Step 2: Input **“N/A”** in the Goals, Objectives, and Outcomes textboxes.

Step 3: Select **“No”** for the question, “Were there any barriers/issues encountered this quarter?”.

Step 4: Select **“YES”** for the question, “Is this your final program report?”.

Step 5: Upload your report in the attachment section. You will also need to add an attachment description.

Step 6: Click SAVE at the top of the page. The system will let you know if there are any errors. If you encounter an error and are unable to correct it, please reach out to ICJI.

Once you have completed the *“Program Report,”* move the cursor over the *“Forms Menu”* and select *“Final Programmatic Report.”* Please complete this form by following the steps below.

Step 1: Input **“N/A”** in all the text boxes.

Step 2: Select the best drop-down response for the section that states “Choose the best response about the accomplishments of the project.” This is based on the percentage of CCP SMART goals that the LCC believes it achieved or has achieved.

Example: If the LCC achieved 5 of 6 SMART goals, then select “Greater than 75% of objectives were accomplished.”

Step 3: Select “**No**” for the question, “Did you intend for this project to be sustained?”.

FINAL PROGRAMMATIC REPORT

Instructions:

1. All required fields are marked with an *.
2. Use the **SAVE** button to save information and calculate data on each page.
3. Save at least every 30 minutes to avoid losing data.
4. To proceed to the next page, you may use the **SAVE/NEXT** or **NEXT** buttons above.
5. To return to the Forms menu, click the Forms Menu link above.

Final Report

Goal(s)

To what extent was the grant's goal achieved at the end of the award period?

N/a

3 of 4000

Objectives

Choose the best response about the accomplishments of the project.

Greater than 75% of objectives were accomplished

Outcomes

To what extent was the grant's outcome(s) achieved?

N/a

3 of 4000

With the advantage of hindsight, what would you do differently in implementing this project?

N/a

3 of 4000

Please share a success story about your program and indicate how your grant allowed for it to occur.

N/a

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Step 4: Submit your report by clicking on or hovering over the **“Status Changes”** button at the top of your screen.

Step 5: Select **“SUBMIT”** under *Program Report Submitted*.

The screenshot shows a dropdown menu titled "Status Changes". Under the heading "Possible Statuses", the option "PROGRAM REPORT SUBMITTED" is selected and highlighted with a red box. Below this option is a "SUBMIT" button, also highlighted with a red box.

Step 6: You will then get an **“I agree”** message. Please select **“I agree”**.

The screenshot shows an "Agreement" form. It includes a heading "Agreement" and a sub-heading "Please make a selection below to continue." Below this is a paragraph of text: "By clicking 'I Agree', you attest the information entered is true to the best of your knowledge. Submitting erroneous information may result in repayment of grant funds, termination of the grant, disqualification from future funding, and referral to DOJ's Inspector General. If you would like to include notes about this status change, please supply them below." There is a text input field for notes. At the bottom, there are two buttons: "I AGREE" and "I DO NOT AGREE". The "I AGREE" button is highlighted with a red box.

Step 7: Once your report is successfully submitted you will be redirected back to the Program Report Document Snapshot Page. To ensure your report is submitted click on the details arrow and check the status of the report (it should say submitted).

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Document Information: [CCP-2021-00004-PR4](#)

Parent Information: [CCP-2021-00004](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date / Date Due
	Quarter 4 Program Report (CCP)	Test LCC	SubGrantee Administrator	Program Report Submitted	10/01/2021 - 12/31/2021 01/20/2022 11:59PM EST